

Coaster



# City of Trinidad

Posted: Friday, March 06, 2015

## NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, MARCH 11, 2015 at 6:00 PM**

**CLOSED SESSION BEGINS AT 5:00PM**

- I. **CALL TO ORDER**
- II. **ADJOURN TO CLOSED SESSION**
  - 1. Real Property Negotiations Pursuant to Government Code Section 54956.8  
Agency Negotiators, City Manager and City Attorney. Topic: Price and terms for property owned by Bob Crittenden adjacent to the Trinidad Water Treatment Plant, APNs: 515-121-18 and 515-121-34
  - 2. Discussion regarding Active Litigation in the case of Tsurai Ancestral Society vs City of Trinidad; Pursuant to Government Code section 54956.9(b) and/or section 54956.95.
- III. **CLOSED SESSION REPORT**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES – *No minutes to approve***
- VII. **COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**
- VIII. **CITY MANAGER & STAFF REPORTS**
- IX. **PROCLAMATIONS & ANNOUNCEMENTS – *None***
- X. **ITEMS FROM THE FLOOR**  
*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*
- XI. **CONSENT AGENDA**
  - 1. Financial Status Reports for January 2015.
  - 2. Consideration of approving a Health Reserve Account Benefit for City Employees.
  - 3. Staff Activity Reports
  - 4. Consider PARSAC payment request for damage claim against City
- X. **DISCUSSION/ACTION AGENDA ITEMS**
  - 1. Consider GHD Contract Amendment for Water Treatment Plant Project.
  - 2. Consider MOU for Electric Vehicle Charging Station at Saunders Park
- XI. **REQUEST FOR FUTURE AGENDA ITEMS**
- XII. **ADJOURNMENT**



## CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH:      8 PAGES

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1. Financial Status Reports for January 2015

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 1/1/2015 Through 1/31/2015

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Revenue					
41010	PROPERTY TAX - SECURED	0.00	0.00	90,035.00	100.00)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,015.00	100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	50.00	100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	485.00	100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00	100.00)%
41071	MOTOR VEHICLES	0.00	0.00	1,240.00	100.00)%
41100	PROPERTY TAX - INTEREST +	0.00	0.00	20.00	100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	667.00	100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,640.00	100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	1,450.00	100.00)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(2,373.00)	100.00)%
41200	LAFCO Charge	0.00	0.00	(380.00)	100.00)%
41210	IN-LIEU SALES & USE TAX	0.00	0.00	27,100.00	100.00)%
41220	IN LIEU VLF	0.00	0.00	28,070.00	100.00)%
42000	SALES & USE TAX	5,200.00	76,049.38	181,600.00	(58.12)%
43000	TRANSIENT LODGING TAX	11,077.81	79,768.44	126,000.00	(36.69)%
47310	VEHICLE LICENSE COLLECTION	0.00	150.75	0.00	0.00)%
53010	COPY MACHINE FEE	0.00	0.00	15.00	100.00)%
53020	INTEREST INCOME	458.45	1,179.43	13,000.00	(90.93)%
53090	OTHER MISCELLANEOUS INCOME	0.00	3,042.83	800.00	280.35)%
54020	PLANNER- APPLICATION PROCESSIN	750.00	12,496.73	5,000.00	149.93)%
54050	BLDG.INS-PAPPLICATION PROCESSI	0.00	8,578.83	7,000.00	22.55)%
54100	ANIMAL LICENSE FEES	0.00	15.00	300.00	(95.00)%
54150	BUSINESS LICENSE TAX	150.00	10,797.00	9,900.00	9.06)%
54300	ENCROACHMENT PERMIT FEES	0.00	100.00	400.00	(75.00)%
56400	RENT - VERIZON	0.00	13,947.94	22,735.00	(38.65)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,125.00	100.00)%
56550	RENT - PG& E	0.00	0.00	8,750.00	100.00)%
56650	RENT - SUDDENLINK	0.00	2,521.14	4,825.00	(47.75)%
56700	RENT - TOWN HALL	125.00	3,010.00	7,000.00	(57.00)%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	65,000.00	100.00)%
	Total Revenue	17,761.26	211,657.47	608,669.00	(65.23)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 1/1/2015 Through 1/31/2015

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	200.00	1,700.00	2,500.00	32.00%
61000	EMPLOYEE GROSS WAGE	9,363.41	56,265.21	111,770.00	49.66%
61470	FRINGE BENEFITS	46.16	329.00	600.00	45.17%
65100	DEFERRED RETIREMENT	442.90	2,419.85	5,082.00	52.38%
65200	MEDICAL INSURANCE AND EXPENSE	1,534.83	5,862.60	10,068.00	41.77%
65300	WORKMEN'S COMP INSURANCE	42.98	632.94	4,471.00	85.84%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	33.00	284.00	750.00	62.13%
65600	PAYROLL TAX	738.60	4,568.79	8,939.00	48.89%
65800	Grant Payroll Allocation	(414.84)	(3,076.16)	(2,500.00)	(23.05)%
68090	CRIME BOND	0.00	700.00	455.00	(53.85)%
68200	INSURANCE - LIABILITY	0.00	6,355.05	8,830.00	28.03%
68300	PROPERTY & CASUALTY	0.00	3,555.50	4,280.00	16.93%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	20,000.00	100.00%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	2,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	23,800.42	45,000.00	47.11%
71410	BLDG INSPECTOR-ADMIN TASKS	317.56	3,186.84	8,000.00	60.16%
71510	ACCOUNTANT-ADMIN TASKS	848.49	7,899.91	11,050.00	28.51%
71620	AUDITOR-FINANCIAL REPORTS	7,475.00	7,475.00	12,285.00	39.15%
72000	CHAMBER OF COMMERCE	689.52	14,918.04	15,045.00	0.84%
74110	GRANT EXPENSE	0.00	37.90	0.00	0.00%
74200	REIMBURSED GRANT ADMIN EXP	0.00	0.00	(700.00)	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	30.00	3,122.50	5,700.00	45.22%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	500.00	100.00%
75170	RENT	650.00	4,550.00	8,190.00	44.44%
75180	UTILITIES	515.87	4,522.54	10,250.00	55.88%
75190	DUES & MEMBERSHIP	1,225.00	1,298.73	270.00	(381.01)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	3,294.00	5,700.00	42.21%
75220	OFFICE SUPPLIES & EXPENSE	146.27	1,899.49	6,000.00	68.34%
75240	BANK CHARGES	0.00	37.21	200.00	81.39%
75280	TRAINING / EDUCATION	0.00	395.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,134.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	663.25	100.00	(563.25)%
76110	TELEPHONE	124.50	996.29	1,550.00	35.72%
76130	CABLE & INTERNET SERVICE	315.19	1,904.43	4,900.00	61.13%
76150	TRAVEL	0.00	563.20	1,500.00	62.45%
78120	STREET LIGHTING	0.00	95.81	0.00	0.00%
78130	TRAIL MAINTENANCE	20.41	20.41	0.00	0.00%
78170	SECURITY SYSTEM	0.00	258.00	1,590.00	83.77%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,500.00	100.00%
Total Expense		<u>24,344.85</u>	<u>160,535.75</u>	<u>334,009.00</u>	<u>51.94%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 1/1/2015 Through 1/31/2015

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	272.00	1,922.40	3,327.00	42.22%
65100	DEFERRED RETIREMENT	0.00	32.29	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	13.72	133.00	89.68%
65600	PAYROLL TAX	20.81	170.27	255.00	33.23%
75170	RENT	650.00	4,550.00	8,190.00	44.44%
75180	UTILITIES	133.12	1,089.54	2,485.00	56.16%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	400.00	100.00%
75300	CONTRACTED SERVICES	3,240.00	7,560.00	88,085.00	91.42%
75350	ANIMAL CONTROL	113.00	791.00	1,925.00	58.91%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	1,000.00	100.00%
76110	TELEPHONE	107.64	638.81	1,630.00	60.81%
	Total Expense	<u>4,536.57</u>	<u>16,768.03</u>	<u>107,430.00</u>	<u>84.39%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 1/1/2015 Through 1/31/2015

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,050.00	1,800.00	41.67%
75180	UTILITIES	67.07	325.11	1,150.00	71.73%
75190	DUES & MEMBERSHIP	0.00	0.00	35.00	100.00%
75280	TRAINING / EDUCATION	0.00	195.00	400.00	51.25%
75300	CONTRACTED SERVICES	1,500.00	1,500.00	25,160.00	94.04%
76110	TELEPHONE	17.33	135.03	300.00	54.99%
76140	RADIO & DISPATCH	0.00	0.00	450.00	100.00%
78120	STREET LIGHTING	0.00	36.13	0.00	0.00%
78140	VEHICLE FUEL & OIL	0.00	178.69	350.00	48.95%
78150	VEHICLE REPAIRS	0.00	211.68	2,500.00	91.53%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	7,820.08	10,500.00	25.52%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	798.58	2,500.00	68.06%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	100.54	400.00	74.86%
	Total Expense	<u>1,734.40</u>	<u>12,350.84</u>	<u>45,545.00</u>	<u>72.88%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 1/1/2015 Through 1/31/2015

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	3,252.86	22,737.08	40,126.00	43.34%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	327.58	2,236.59	4,296.00	47.94%
65200	MEDICAL INSURANCE AND EXPENSE	2,445.32	11,658.33	28,435.00	59.00%
65300	WORKMEN'S COMP INSURANCE	0.00	219.52	1,704.00	87.12%
65600	PAYROLL TAX	274.26	1,869.77	3,587.00	47.87%
65800	Grant Payroll Allocation	(330.74)	(2,885.24)	(500.00)	(477.05)%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	2,178.50	4,800.00	54.61%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	6,000.00	100.00%
75160	LIBRARY RENT & LOCAL CONTRIB.	20.75	20.75	0.00	0.00%
75180	UTILITIES	43.50	164.98	0.00	0.00%
75240	BANK CHARGES	0.00	15.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	311.15	41,000.00	99.24%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	450.00	100.00%
76110	TELEPHONE	0.00	56.70	0.00	0.00%
76160	LICENSES & FEES	0.00	460.00	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	2,556.84	5,000.00	48.86%
78120	STREET LIGHTING	358.33	2,504.01	4,000.00	37.40%
78130	TRAIL MAINTENANCE	95.02	113.86	2,500.00	95.45%
78140	VEHICLE FUEL & OIL	265.97	2,358.88	4,700.00	49.81%
78150	VEHICLE REPAIRS	45.80	70.88	2,500.00	97.16%
78160	BUILDING REPAIRS & MAINTENANCE	529.35	29,243.63	45,000.00	35.01%
78190	MATERIALS, SUPPLIES & EQUIPMEN	73.29	2,962.44	6,500.00	54.42%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	500.00	100.00%
Total Expense		<u>7,401.29</u>	<u>78,853.67</u>	<u>201,098.00</u>	<u>60.79%</u>

**City of Trinidad**  
**Statement of Revenues and Expenditures - Monthly Reports**  
**601 - Water**  
**From 1/1/2015 Through 1/31/2015**

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	4,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	450.00	5,369.06	2,500.00	114.76%
57100	WATER SALES	22,738.30	179,930.83	305,000.00	(41.01)%
57300	NEW WATER HOOK UPS	0.00	0.00	3,000.00	(100.00)%
57500	WATER A/R PENALTIES	1,050.37	5,641.84	2,000.00	182.09%
	<b>Total Revenue</b>	<b>24,238.67</b>	<b>190,941.73</b>	<b>316,500.00</b>	<b>(39.67)%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	6,200.67	44,227.64	79,032.00	44.04%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	696.36	4,936.24	9,081.00	45.64%
65200	MEDICAL INSURANCE AND EXPENSE	4,511.85	20,294.60	42,045.00	51.73%
65300	WORKMEN'S COMP INSURANCE	0.00	425.32	3,229.00	86.83%
65600	PAYROLL TAX	527.80	3,734.61	6,871.00	45.65%
65800	Grant Payroll Allocation	(675.23)	(6,007.89)	(1,000.00)	(500.79)%
68200	INSURANCE - LIABILITY	0.00	3,421.95	4,755.00	28.03%
68300	PROPERTY & CASUALTY	0.00	1,914.50	2,305.00	16.94%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	456.88	3,672.26	5,950.00	38.28%
71620	AUDITOR-FINANCIAL REPORTS	4,025.00	4,025.00	6,615.00	39.15%
72100	BAD DEBTS	0.00	0.00	350.00	100.00%
75180	UTILITIES	795.55	6,421.20	15,835.00	59.45%
75190	DUES & MEMBERSHIP	382.00	2,455.50	700.00	(250.79)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	73.24	575.00	87.26%
75220	OFFICE SUPPLIES & EXPENSE	98.00	1,888.20	3,500.00	46.05%
75230	INTEREST EXPENSE	0.00	6.46	0.00	0.00%
75240	BANK CHARGES	0.00	0.00	150.00	100.00%
75280	TRAINING / EDUCATION	0.00	160.00	500.00	68.00%
75300	CONTRACTED SERVICES	0.00	0.00	7,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	98.75	609.69	1,000.00	39.03%
76130	CABLE & INTERNET SERVICE	0.00	306.95	620.00	50.49%
76160	LICENSES & FEES	162.65	634.24	2,475.00	74.37%
78120	STREET LIGHTING	0.00	1,576.32	0.00	0.00%
78140	VEHICLE FUEL & OIL	36.45	657.50	2,500.00	73.70%
78150	VEHICLE REPAIRS	1,205.13	1,476.61	2,000.00	26.17%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,200.00	100.00%
78170	SECURITY SYSTEM	0.00	147.00	500.00	70.60%
78190	MATERIALS, SUPPLIES & EQUIPMEN	9.66	613.58	6,000.00	89.77%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79100	WATER LAB FEES	913.00	1,788.00	4,500.00	60.27%
79120	WATER PLANT CHEMICALS	543.18	3,893.40	12,000.00	67.56%
79130	WATER LINE HOOK-UPS	0.00	0.00	3,000.00	100.00%
79150	WATER LINE REPAIR	0.00	5,164.65	20,000.00	74.18%
79160	WATER PLANT REPAIR	0.00	0.00	10,000.00	100.00%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	<b>Total Expense</b>	<b>19,987.70</b>	<b>108,516.77</b>	<b>276,038.00</b>	<b>60.69%</b>



**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 1/1/2015 Through 1/31/2015

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
47650	RECYCLING REVENUE	0.00	3,778.12	5,640.00	(33.01)%
56150	FRANCHISE FEES	704.43	5,116.30	7,000.00	(26.91)%
	Total Revenue	704.43	8,894.42	12,640.00	(29.63)%
	Expense				
61000	EMPLOYEE GROSS WAGE	795.14	5,601.74	9,716.00	42.35%
65100	DEFERRED RETIREMENT	95.42	654.47	1,251.00	47.68%
65200	MEDICAL INSURANCE AND EXPENSE	659.69	3,146.13	7,302.00	56.91%
65300	WORKMEN'S COMP INSURANCE	0.00	54.88	344.00	84.05%
65600	PAYROLL TAX	68.12	467.24	767.00	39.08%
65800	Grant Payroll Allocation	(52.96)	(493.08)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	0.00	500.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	4,468.00	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	893.85	1,016.63	1,000.00	(1.66)%
	Total Expense	2,459.26	14,916.01	21,380.00	30.23%
	Net Income	(1,754.83)	(6,021.59)	(8,740.00)	(31.10)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 1/1/2015 Through 1/31/2015

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	900.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	4,778.33	7,500.00	(36.29)%
	Total Revenue	0.00	4,778.33	8,400.00	(43.12)%
	Expense				
61000	EMPLOYEE GROSS WAGE	1,008.53	7,084.40	12,210.00	41.98%
65100	DEFERRED RETIREMENT	121.03	834.09	1,585.00	47.38%
65200	MEDICAL INSURANCE AND EXPENSE	840.12	3,973.54	9,336.00	57.44%
65300	WORKMEN'S COMP INSURANCE	0.00	68.60	528.00	87.01%
65600	PAYROLL TAX	86.42	595.53	1,132.00	47.39%
65800	Grant Payroll Allocation	(65.23)	(663.80)	(50.00)	(1,227.60)%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	1,009.50	0.00	0.00%
75180	UTILITIES	44.54	338.73	700.00	51.61%
78190	MATERIALS, SUPPLIES & EQUIPMEN	113.06	3,041.66	1,000.00	(204.17)%
	Total Expense	2,148.47	16,282.25	26,441.00	38.42%
	Net Income	(2,148.47)	(11,503.92)	(18,041.00)	(36.23)%



## CONSENT AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH:      2 PAGES**

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1. Approval of Developing a Health Reimbursement Account Benefit for City Employees.

## CONSENT AGENDA ITEM

Date: March 11<sup>th</sup> 2015

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**Item:** Authorize creation of Health Reimbursement Accounts (HRAs) for city staff

**Background:** The city, in consultation with staff and our agent at George Petersen Insurance Agency, chose to switch our group medical insurance plan this winter. One of the reasons to switch is that this new plan is compliant with the Affordable Care Act (ACA), which will be required as of next year. The cost of this plan is significantly lower than our previous plan, and the benefits are similar, but not equal to, our previous plan. The bottom line impact to covered employees will depend on circumstances, but there are likely to be additional out of pocket expenses for most covered employees, due primarily to higher deductibles. The plan switch is saving the City significant resources: approximately \$2,500 per month, or over \$30,000 per year in our share of the insurance premiums.

With such significant savings realized for the City, at a cost of some reduction in benefits for covered employees, staff is proposing that we return a portion of these savings to employees via a Health Reimbursement Account (HRA). The proposal would be to put \$500.00 annually per employee into the HRA account. HRA funds can be used for eligible medical expenses that are otherwise out of pocket for employees, i.e. deductibles, copays, and similar costs. There are five city employees currently receiving benefits, each would get a debit card that can be used for eligible expenses. The program is set up through a third party by our agent at George Petersen Insurance. They program the cards and oversee their use so there will be almost no ongoing work required by City staff. The total overhead expenses to set it up and administer it consist of a \$200 set up fee, and \$60/month thereafter. The total cost to the City will be \$3200 the first year (2500 going to employees) and \$3000 thereafter (\$2500 to employees). This is basically 10% of the savings to the City associated with the plan switch, so the City is still saving \$27,000 annually relative to our prior plan, and employees are seeing some immediate benefit each year.

**Staff Recommendation:**

Authorize City Manager to sign the necessary paperwork to establish Health Reimbursement Accounts for City employees who are participating in our medical insurance benefits.

**Attachments:**

HRA plan summary and HRA application form.



## Employer Application Form Basic Plus

Employer: <b>City of trinidad</b>		Employer Benefit Plan				
<input type="checkbox"/> Dental <input checked="" type="checkbox"/> HRA <input type="checkbox"/> COBRA		<input type="checkbox"/> Vision <input type="checkbox"/> POP <input type="checkbox"/> Blue Cross				
<input type="checkbox"/> CORPORATION <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLP <input type="checkbox"/> DIRECTOR <input type="checkbox"/> CHARTER SCHOOL						
Employer Information		Plan Effective Date: <b>4/1/15</b> Members:				
Employer Tax ID Number <b>94 6036496</b>		Single Billing <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Street Address <b>P.O. Box 390</b>		City <b>trinidad</b>	State <b>CA</b> Zip Code <b>95570</b>			
Mailing Address (if different)						
E-mail of employer representative to whom confidential reports should be sent:						
Employer Representative <b>Daniel Berman</b>		Phone No.	Fax No.			
Pricing Information		Set-up Fee				
Monthly Administrative Cost <b>\$10</b>		<del>\$0.00</del> <b>200.00</b>				
Medical	Dental	Vision	COBRA	Subtotal	No of Employees	Total Monthly Administrative Costs
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>6</b>	<del>\$0.00</del> <b>60.00</b>
Prior Monthly Premium						
Medical	Dental	Vision	COBRA	Subtotal	Basic Plus Fixed Costs	Self Funded claims Reserve
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Notes: First month employer pays carrier premium for basic coverage directly. The following 2 months full payment will be paid to RHS directly. This payments includes, the carrier premium, administrative fees and claims reserve. After 3 months claims reserve the employer will be billed based on utilization. ID cards will not be sent until payment is received. Please allow 2 weeks from payment receipt.						Total 1st Month Remittance
						<del>\$0.00</del> <b>260.00</b>
Agent Information						
Name of Writing Agent <b>George Petersen Ins.</b>		Calif. License No. <b>0603247</b>	Agency		Federal ID No. <b>942674185</b>	
Address <b>416 E Street</b>		City <b>Eureka</b>	State <b>CA</b>	Zip Code <b>95501</b>		
Agent Phone No. <b>707-442-2971</b>		Agent Fax No.		Agent E-mail <b>mbussman@gpins.com</b>		
Signatures						
Signature of Employer Administrator					Date	
Name of Employer Administrator						
Title of Employer Administrator						



## CONSENT AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH:      6 PAGES**

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1. Staff Activity Reports –
  - a. Watershed Coordinator
  - b. Watershed Council newsletter
  - c. Deputy Sheriff's Report

## Watershed and Grant Coordinator Activities January and February 2015

- Created the Trinidad Bay Watershed Council (TBWC) website – [www.trinidadwatersheds.org](http://www.trinidadwatersheds.org). The Watershed Council website provides information about Trinidad Bay, the ASBS, watershed projects and activities. This has been funded through the DOC Watershed Coordinator Grant Program (completed in December 2014) and the State Water Resources Control Board ASBS Stormwater Project.
- Completed the draft report *Trinidad Bay in 2014 – A Watershed Perspective*. The report is being reviewed by the TBWC and will be published in the next month or two. Funded by the Watershed Coordinator & ASBS Stormwater Grants.
- Published the *Trinidad Bay Watershed News February 2015*.
- Administered the City's grant projects (ASBS Stormwater Project, Water Treatment Plant Project and the Luffenholtz Creek Sediment Reduction Project).
- Developed and administered the North Coast Stormwater Coalition Stormwater Survey.
- Stormwater Program/MS4 Permit: Worked on year 2 tasks including preparing to implement the Post-Construction/Low Impact Development (LID) requirements, helping with the Humboldt Builders Exchange and RCAA Stormwater & LID compliance workshop on February 27, working with the Stormwater Coalition to conduct the public survey.
- Participated in the March 3 *Workshop: State and Local Collaboration on Sea Level Rise Adaptation Planning* put on by the Coastal Conservancy, the Ocean Protection Council, the Coastal Commission, and the State Lands Commission. These agencies have formed the California Collaborative on Coastal Resilience "to develop an approach for how State agencies can collaborate effectively and efficiently to support coastal communities in becoming resilient".



# Trinidad Bay Watershed News

## What about the Drought?

Page 1 February 2014 [www.trinidadwatersheds.org](http://www.trinidadwatersheds.org)

*~Working together to improve the watersheds from the hills to the Trinidad Bay~*

The Trinidad Bay Watershed Council (TBWC) is pleased to share news from the Trinidad Bay Watersheds. We received some nice rain in December and February, however the drought is not over yet. California is still in one of the most severe droughts in recorded history.

This edition of the Trinidad Bay Watershed News provides you with a variety of information to help you prepare for the next dry season and alleviate some of the impacts due to the historic drought facing California and our Trinidad Bay coastal watersheds.

### In this Issue

#### Drought Information & Solutions

- ◇ Drought Resources
- ◇ Water Conservation
- ◇ Water Storage
- ◇ Featured TBWC Partner:  
**Trinidad Coastal  
Land Trust**

### Trinidad Bay Watersheds

After a couple of good storms in February, the rainy North Coast and our Trinidad Bay Watersheds have moved from "extreme drought" to "severe drought" status. This means that levels of groundwater, soil moisture and waterways are still impacted. To "get out of the drought" we would need above average rainfall this rainy season to replenish the soil moisture and groundwater. If the drought continues, water supplies could again be threatened this summer and fall. Many of the local people who get their water from household and private systems could again face water shortages. Find out how you can improve your water security with water conservation and water storage. See the tips and resources on pages 2 & 3—the rainy season is the right time to get ready for the dry months.

### City of Trinidad Stormwater Project Construction Completed

Construction of the City's Phase I stormwater system improvements have now been completed. The Stormwater Improvement project included installation of chambers below the roadway and grassy permeable paved parking bio-swale areas to collect, treat and infiltrate the City stormwater runoff in the upper portion of Trinidad. The purpose of this Prop. 84 funded project is to reduce the quantity of stormwater runoff from entering into the Trinidad Bay Area of Special Biological Significance (ASBS). The reduction in volume of stormwater discharged to the bay helps the City to comply with the requirements of the California Ocean Plan prohibition of discharging trash & pollutants into the ASBS, which includes the kelp beds in Trinidad Bay. Phase II of the Stormwater Improvement Project will address the stormwater system which collects runoff in the lower part of the City.

In early 2015, the City will begin to develop a funding proposal for the Phase II of the Stormwater Management Improvement Project. If you would like to stay informed about the Stormwater Project or other City Projects, please contact Becky Price-Hall at: [rpricehall@trinidad.ca.gov](mailto:rpricehall@trinidad.ca.gov) or by phone at (707) 499-6454.

*The mission of the Trinidad Bay Watershed Council is to work collaboratively to improve and maintain the watersheds, coastal waters and communities in the Trinidad and Westhaven area for the benefit of all community members.*





## Why should we think about conserving water

### when we're in the middle of the rainy season?



For more information & water saving  
tips visit [save.ourh2o.org](http://save.ourh2o.org)

1) **Saving Money:** Conserving water saves money spent on water (on your water bill or water system) and saves money on energy for heating water for the hot water tap.

2) **Improving our watersheds:** Reducing our water use increases the amount of water available to restore soil moisture, recharge groundwater supplies and improve creek flows.

3) **Rural Californians don't waste.**

## Statewide Emergency Water Conservation Measures

Statewide Emergency Conservation Measures for all water systems have been adopted by the State to reduce water waste in California. The following uses of potable water are prohibited by State Law unless there is an immediate health and safety concern.

1. Allowing potable water to flow beyond the limits of your yard, landscaping, or over a hard surface when watering;
2. Letting the water run while washing a motor vehicle;
3. Using potable water to wash driveways and sidewalks; and
4. Using potable water to operate a decorative fountain or other water feature where the water is not re-circulated.

Violations of these conservation measures are enforceable and can be punishable by a fine of up to \$500 per day. Contact your water supplier (Trinidad or WCSD) for additional information.

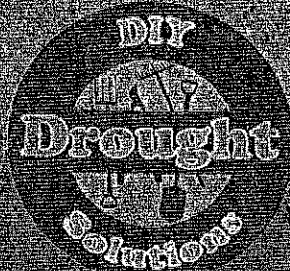
We are requesting that water customers limit outdoor irrigation of ornamental landscapes or turf to no more than 2 days per week.

This message is brought to you in partnership by:



Westhaven Community  
Services District

# TRINIDAD BAY WATERSHED NEWS



Drought Issue February 2015 Page 3

*It takes all of us to keep our watersheds beautiful  
and flowing with clear, cold water.*

## Conserving Water in Your Yard and Garden

Prioritize plants – focus your watering on plants that are valuable in terms of replacement cost, prominence in the landscape, and enjoyment. Higher priority should be young trees and shrubs, fruit and nut trees, and small fruits and vegetables.

Set up a drip irrigation system, which can use up to 80% less water. Irrigate early in the morning for further water savings.

Mulch! 3-4" of mulch around plants to keep weeds down, conserve soil moisture and moderate soil temperatures. Mulching reducing irrigation need by around 50%.

Add compost to your soil to improve the water-holding capacity during dry weather and promote good drainage during wet weather.

If purchasing new plants, plant those that require less water. Remember that all plants require water to become established (CA Natives included).

## Conserving Water in Your Home

Find and stop leaks.

Replace your old toilet, the largest water user inside your home. If your home was built before 1992 and the toilet has never been replaced, then it is very likely that you do not have a water efficient 1.6 gallon per flush toilet.

Replace your clothes washer, the second largest water user in your home. Energy Star™ rated washers that also have a Water Factor at or lower than 9.5, use 35-50% less water and 50% less energy per load.

While washing up or waiting for the hot water to reach the tap, place a pan or small bucket or pan under the faucet or showerhead to catch the water. This water can be used to water plants in the house or yard.

Run water only when using it — not while brushing teeth, shaving or washing counters.

Consider installing a grey water system

Keep showers short — Use a timer

## For More Drought Information and Resources:

See the TBWC Website Drought page - [www.trinidadwatersheds.org/drought](http://www.trinidadwatersheds.org/drought)

Save Our Water: <http://www.saveourh2o.org/>

Home Water Works – calculate your water usage, compare it to others, and learn ways to start conserving: <http://www.home-water-works.org/>

North Coast California Native Plant Society's Gardening with Native Plants

<http://www.salmoncreekwater.org/conservation-strategies.html>

<http://mkwc.org/programs/foodsheds/resources/water-security/>

<http://dailyfacts.org/laundry-landscape-system-overview/>

California's Drought Information Clearinghouse [Drought.ca.gov](http://Drought.ca.gov)



February 20, 2015

Conditions for 95570



Trinidad Bay Watershed Council

*Working together to improve our watersheds from the Hills to the Trinidad Bay*



# Trinidad Bay Watershed News

## What about the Drought?

Page 4 February 2014 [www.trinidadwatersheds.org](http://www.trinidadwatersheds.org)

*~Working together to improve the watersheds from the hills to the Trinidad Bay~*

### TBWC Calendar

#### TBWC 2015 Quarterly Meetings

Monday April 20

Monday July 20

Monday October 19

Meeting time 6:30—8:30 pm

All are welcome to join our meetings.

For more information contact:

Becky Price-Hall (707) 499-6454

[rpricehall@trinidad.ca.gov](mailto:rpricehall@trinidad.ca.gov)

[www.trinidadwatersheds.org](http://www.trinidadwatersheds.org)

#### Trinidad Bay Watershed Council

#### says THANK YOU to all our partners!

- ◇ City of Trinidad
- ◇ Cher-Ae Heights Indian Community of the Trinidad Rancheria
- ◇ GHD
- ◇ Redwood Community Action Agency
- ◇ Streamline Planning
- ◇ Madrone Enterprises
- ◇ Green Diamond Resource Company
- ◇ Trinidad Coastal Land Trust
- ◇ Westhaven CSD
- ◇ CA State Parks
- ◇ Bureau of Land Management
- ◇ Humboldt State University & Telonicher Marine Lab

### TBWC Featured Watershed Partner

#### Trinidad Coastal Land Trust

The Trinidad Coastal Land Trust (TCLT) is a non-profit organization dedicated to protecting for the public benefit the natural beauty and character of Humboldt County from Little River to Big Lagoon.

Funding to TCLT for acquisition of the Green Diamond property at the mouth of Little River was approved at the October meeting of the State Coastal Conservancy Board. This property includes a segment of the proposed Little River Trail and provides the opportunity for a pedestrian only bypass option to the California Coastal Trail as well as trails to the seldom visited beach on the east side of Little River. The Little River Trail Project is on hold for the moment. TCLT is encouraging Trinidad-Westhaven-McKinleyville residents to express their support and desire to the County to raise the priority of this trail in the County's ranking. The Little River Trail does not face the political or physical obstacles that the Arcata-Eureka Trail and Annie-Mary Trail face but they are considered higher priorities. Public support for the Little River Trail will help raise its priority level.

TCLT is also in discussions with Green Diamond about the possibility of accepting a public access easement to Strawberry Rock and a conservation easement for 17 acres of forest around the rock. Green Diamond is discussing the project with potential funding sources but nothing definite has been decided. TCLT is assessing the proposed trail alignment and the TCLT Board is supportive of accepting the easement if funding can be secured.

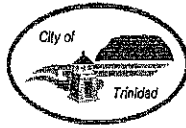
TCLT has embarked on a fund raising campaign to complete the Simmons Gallery - Land Trust Room. The room is an addition to the north side of the recently completed Trinidad Library, which sits in Saunders Park, a 3-acre property gifted to the Land Trust by Glen and Janice Saunders and the home of the Trinidad Museum and the Trinidad Library. The addition has been framed in but the Land Trust needs to raise \$60,000 to complete it. Since its inception in 1979, the Land Trust has not had an office space and as it has taken on more properties it needs a place for the safe-keeping of title and easement documents, and a place to meet. The Land Trust has leased out the Simmons House, left to the Land Trust by the late Ned Simmons to the Trinidad Art Group. The Simmons Gallery - Land Trust Room will serve both as a gallery where local artists can display their work and an office and meeting room for the Land Trust. For more information contact [info@TrinidadCoastalLandTrust.org](mailto:info@TrinidadCoastalLandTrust.org).

*The Trinidad Bay Watershed Council is supported in part through grants awarded by the CA Department of Conservation Watershed Program and the CA State Water Resources Control Board Prop 84 Area of Special Biological Significance Grant Program.*

**TRINIDAD ACTIVITY REPORT  
FOR  
BY DEPUTY WILCOX**

**02/01/2015-02/28/2015**

- Numerous citizen contacts.
- Regular patrol and at Hidden Creek. Conducted traffic stops, patrol checks, and suspicious persons at the park. The park owner has been making necessary changes within the park. The owners have hired new park managers. The old manager is still residing in the park, however is in the process of moving out. They are making progress in cleaning the up park.
- Conducted numerous vehicle investigations.
- Patrolled on foot green belt areas with State Parks.
- Worked with casino regarding issues they are experiencing and locating/arresting wanted persons.
- Bomb Squad responded to destroy blasting caps for a property owner.
- Deputies have responded to numerous complaints at the Ocean Grove. The Ocean Grove is an ongoing project.
- Met with School Principal and Students.
- Responded to alarm calls. Most were accidental or unknown causes.
- Report of animal problem at Hidden Creek RV Park. Animal was in good health and was not as reported.
- Responded to on-going parking issues at the school. Parking issues seem to be resolved.
- Mental Health evaluation at Main and View.
- Coordinated with allied agencies to arrest a subject with an outstanding warrant. Subject was apprehended.
- Responded to casino for shots fired. Suspect has been identified however is outstanding. Nobody was injured.
- Report of a stolen vehicle on Scenic Drive. Unknown if vehicle has been located as of this time.
- Lighthouse Grill had their generator stolen. No suspects as of this time.
- Murphy's was broken into. Glass was broken meat, cigarettes, and alcohol was taken. Working on suspect leads. Murphy's and surrounding business' are repairing/installing their video surveillance.
- Coordinated the Clam Beach Run traffic control and etc.
- Conducted welfare checks. Some lead to transporting persons to mental health.



## CONSENT AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH:     3 PAGES**

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1. Consideration of PARSAC Payment Request for Damage Claim Against City

**DATE:** March 6, 2015

**STATUS REPORT**

**TO:** City of Trinidad  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
**Attn:** Dan Berman  
City Manager

**DATE ASSIGNED:** 12/8/2014  
**CLAIM NO.:** TR 015  
**OUR FILE NO.:** GHC0008248

---

**DATE OF LOSS:** 9/19/14

**LOCATION:** 110 Scenic Drive, Trinidad

**TYPE OF CLAIM:** Property Damage

---

**CLAIMANT(S):**

**RESERVES:**

	<b>BI</b>	<b>PD</b>	<b>UM</b>	<b>MP</b>
Dave Hodges		\$5000		

**FACTS:**

This is a timely and sufficient claim involving damage to the claimant's home, fence and electrical supply lines and power panel. Investigation reveals the City tree is in the City right of way. Investigation revealed the large limb that fell onto the house and fence failed due in great part because of lack of maintenance to the growth of the tree. There may have been contribution factors caused by PG&E trimming to protect power lines in the past. The City retained an arborist to examine the tree in question and the combination of factors caused the tree's failure.

We have reviewed the finalized documents, interviewed Mr. Hodges and the contractor involved, and confirmed the total amount of the claim is \$5,427.75. This amount exceeds the City's SIR of \$5000.00. We have attached a reimbursement request for payment of the SIR to PARSAC to this report.

Once a signed release of all claims is received back from Mr. Hodges, the plan is to present a claim for part of the damages to PG&E for reimbursement to PARSAC and the City.

Please feel free to contact the undersigned at 916-859-4826 should you have any questions or concerns.

Very truly yours,  
GEORGE HILLS COMPANY, INC.

Pat Vitale, ARM  
PARSAC Claims Manager

# Trinidad Tree Service

PO Box 115 • Trinidad, CA 95570 • 707-832-3086  
covecrew@yahoo.com



December 14, 2014

Re: Tree at 90 Scenic Drive Trinidad, CA

To whom it may concern:

My name is Merlin Sabo, I am a local ISA Certified Arborist and the owner of Trinidad Tree Service based out of Trinidad, CA. I have been practicing Arboriculture in the North Coast since 2005. I was contacted by Daniel Berman, the City Manager for the City of Trinidad to provide a professional opinion about the health and potential risk of a Monterey Pine (*Pinus radiata*) located at 90 Scenic Drive in Trinidad, CA.

Monterey Pine is a native species to California that grows abundantly here on the North Coast. Fertile soils and temperate climate provide good habitat for rapid growth and reproduction. This rapid growth can lead to poor structural quality and high probability for branch failure, unless it is closely managed and maintained for proper form. Most conifer species rely on apical dominance to maintain proper shape and form, e.g. Single leader with balanced branches on either side. Removing the leader of a conifer will lead to a chemical imbalance causing malformations within the branch structure.

The tree in question located at 90 Scenic Drive suffered from a chemical imbalance caused by a removal of its main leader. Thus, the remaining branches grew to take over the role as main leader, resulting in multiple treetops. With this species' history of poor structural quality and high probability for branch failure, unfortunately one of the competing leaders recently failed in a wind event leading to neighboring property damage. The remaining leading branch poses a high risk for breakage and sequentially more property damage to power lines and private property.

This tree originates under a high voltage power line located on the property of City of Trinidad and was topped to the appropriate height when it became a threat to the lines. This mitigation method is standard protocol for Pacific Gas & Electric (PG&E) for the safety of the power lines.

As mentioned before, Monterey Pine is a species that needs to be managed and maintained for proper structural growth. This tree in particular, was not properly maintained and when the power lines became compromised PG&E followed through with their tree pruning services and mitigated the tree for proper distance from the power lines. Following the tree topping, maintenance was not reestablished allowing for overgrowth of the remaining branches resulting in a potentially hazardous tree.

In conclusion this tree stands a major hazard for the safety of neighboring properties and power lines, consequently a removal of said tree would be recommended.

Sincerely,

Merlin Sabo  
ISA CERTIFIED ARBORIST  
WE-9279A



Claims and JPA Management Services

Established 1954

Corporate Headquarters • 3043 Gold Canal Dr., Suite 200, Rancho Cordova, CA 95670 • Phone: (916) 859-4800 • Fax: (916) 859-4805

March 6, 2015

City of Trinidad  
Attention: Dan Berman  
P.O. Box 390  
Trinidad, CA 95570

Re: Claim No: TR 015  
Insured: City of Trinidad (PARSAC)  
Claimant: Dave Hodges  
Date of Loss: 09/19/2014  
Our File No.: GHC0008247

Dear Mr. Berman:

At this time, we are requesting that you issue a check payable to PARSAC for the amount of the City's SIR. The total amount of the claim is \$5,427.75 which exceeds the City's SIR.

Please mail the City's check for \$5,000.00 payable to PARSAC, 1525 Response Road, Ste. 1, Sacramento, CA 95815. Please also send a copy of the check to my attention so that we can properly record the City's payment for loss run purposes.

As always, it's a pleasure to be of assistance. Please feel free to contact the undersigned should you have any questions or concerns.

Very truly yours,

GEORGE HILLS COMPANY, INC.

Pat Vitale  
Claims Administrator  
(916) 859-4826  
pat.vitale@georgehills.com

cc: Joanne Rennie, PARSAC (via email only)  
Kin Ong, PARSAC (via email only)  
Karen Nixon, PARSAC (via email only)





## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH:      4 PAGES**

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1. Consideration of GHD Contract Amendment for Water Treatment Plant Project.

## **AGENDA ITEM**

**Date: March 11, 2015**

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**Item: GHD CONTRACT AMENDMENT FOR WATER TREATMENT PLANT UPGRADE PROJECT.**

**Background:** In their role as City Engineer, GHD is under contract with the City for construction management in the ongoing upgrade of our Water Treatment Plant (WTP). This Contract Amendment will increase the budget available to GHD for these services by \$39,185.25.

This construction project was originally estimated to be completed in 6 months. As of February 2015, the project has been on-going for over 12 months and is anticipated to take an additional 2 - 3 months to complete the remaining construction items as well as additional change order items expected.

The increase in time of completion of the project was due to a significant amount of work being added to the project to address unforeseen project conditions, to correct treatment plant deficiencies, and upgrade facilities to make the plant more reliable and allow the plant operators to better manage the plant. Approximately \$220,000 in change orders have been executed to date and an additional \$25,000 in change orders are expected to be issued in the immediate future. These change orders were funded out of project contingency funds.

In addition to the time increases, additional effort was expended evaluating the benefits of possible change orders, developing requests for quotes, coordinating changes (with the City, CDPH and the Contractor), reviewing submittals associated with change orders, overseeing the change order work in the field, and processing payment requests for change order work. The change orders issued also need to be documented through construction as-builts/record drawings which are expected to take a significant additional effort.

The funds for this amendment are covered within the existing grant funding from CDPH, so no additional cost to the City is proposed. The CDPH grant manager has already indicated her approval of these changes. These funds would be shifted from the contingency fund to the Contract fund in the existing grant agreement. Additional details are provided in the draft Contract Amendment

**Staff Recommendation:**

1) Authorize City Manager to sign the attached contract amendment 3 for services with GHD Inc. for engineering and construction management associated with the Water Treatment Plant Upgrade Project.

Attachments:

- Draft Amendment No.3 to Agreement between City of Trinidad and GHD Inc. for Construction Phase Services for the Water Treatment Plant Upgrade Project



**Amendment No. 3  
to the  
Agreement Between  
The City of Trinidad and GHD  
for  
Additional Construction Phase Services  
for  
The Water System Upgrade Project**

This contract amendment is between the city of Trinidad and GHD Inc. (GHD) and relates to the original agreement for construction phase services signed by the City on 12/16/13. This amendment is based on a prime agreement between the City of Trinidad and GHD dated May 20, 2008 and any subsequent amendments to this prime agreement. All provisions of the prime agreement Apply to this agreement unless noted otherwise in this agreement.

Client hereby requests and authorizes Consultant to perform additional and/or revised services as set forth in this Amendment.

Scope of services as set forth below:

Increase budget for construction management tasks due to increase in time of completion for the construction project, which was outside of GHD's control and additional time and effort to review, coordinate and oversee change order work not included in GHD's previous contracted scope. The construction project was originally estimated to be completed in 6 months. As of February 2015, the project has been on-going for over 12 months and is anticipated to take an additional 2 - 3 months to complete the remaining construction items as well as additional change order items expected.

The increase in time of completion of the project was due to a significant amount of work being added to the project to address unforeseen project conditions, to correct treatment plant deficiencies, and upgrade facilities to make the plant more reliable and allow the plant operators to better manage the plant. Approximately \$220,000 in change orders have been executed to date and an additional \$25,000 in change orders are expected to be issued in the immediate future. These change orders are funded out of project contingency funds.

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This amendment also includes additional cost to pay for the property appraisal beyond what was estimated in Amendment No 2. (Dated 12/19/14). At the time Amendment No. 2 was issued, the total cost of the appraisal was estimated to be approximately \$6,000; however the actual cost was \$6,485.25.

A summary of the project amendments is presented in the following table:



Task	Original Budget	Amendment 1	Amendment 2	Amendment 3	Revised Contract Amount
On Site Construction Observation	\$ 147,000.00	-	-	\$ 11,600.00	\$ 158,600.00
Meetings	\$ 23,000.00	-	-	\$ 3,100.00	\$ 26,100.00
Construction Management	\$ 28,500.00	-	-	\$ 14,500.00	\$ 43,000.00
Project Closeout	\$ 21,500.00	-	-	\$ 9,500.00	\$ 31,000.00
Backwash System Improvements	-	\$ 15,000.00	-	-	\$ 15,000.00
Boundary Survey	-	-	\$ 9,901.71	-	\$ 9,901.71
Property Appraisal	-	-	\$ 6,000.00	\$ 485.25	\$ 6,485.25
<b>Total</b>	<b>\$ 220,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 15,901.71</b>	<b>\$ 39,185.25</b>	<b>\$ 290,086.96</b>

Terms of compensation as set forth below.

The project will be billed on a time and materials basis. GHD reserves the right to move funds between tasks as needed for the project. Invoices will be prepared monthly based on the services performed. Invoices are due and payable by the City within 30 days.

All provisions specified in the original Scope of Services Agreement dated 12/16/13 are in effect. No other agreements, guarantees, or warranties are in effect.

IN WITNESS WHEREOF, the parties hereby execute this amendment upon the terms and conditions stated above and related to the Prime Agreement dated May 20, 2008 between GHD (Consultant) and City of Trinidad (Client).

Client City of Trinidad

Consultant GHD Inc.

By \_\_\_\_\_

By \_\_\_\_\_

Print Name Dan Berman

Print Name Steve McHaney

Title City Manager

Title Project Director

Date \_\_\_\_\_

Date \_\_\_\_\_

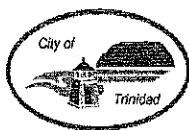
Original Agreement \$ 220,00.00

Amendment No. 1 \$ 15,000.00

Amendment No. 2 \$ 15,901.71

Amendment No. 3 \$ 39,185.25

**TOTAL \$290,086.96**



## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH:      7 PAGES**

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2.      Discussion/Decision to consider Memorandum of Understanding with Redwood Coast Energy Authority for Electric Vehicle Charging Station at Saunders Park

## **AGENDA ITEM**

**Date: March 11<sup>th</sup> 2015**

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**Item:           CONSIDER ENTERING INTO MOU FOR ELECTRIC VEHICLE  
CHARGING STATION AT SAUNDERS PARK**

**Background:** Redwood Coast Energy Authority has secured a grant to install Electric Vehicle (EV) charging stations in multiple locations in the County, including one in Trinidad. The Council previously voiced their support for this grant application, including a site in Trinidad.

RCEA has identified a preferred site – the parking area in Saunders Park, as shown in the attachment to the Memorandum of Understanding before you. The charging station would require one site to be reserved for EVs, as shown on the site map. A second adjacent site would be ‘preferred’ but not reserved.

This site was selected for multiple reasons: immediate proximity to the freeway; it’s not typically overfull, (unlike the parking near Town Hall), and there is an electric panel available for connection on the Library.

RCEA will still need to go through the City permitting process for this construction work, but the attached MOU provides them some basic certainty that the City agrees this is an appropriate location, and is willing to allow the project. It also protects the City via assurances re: insurance.

The Trinidad Coastal Land Trust is the underlying property owner. City staff are in communication with them and are expecting written confirmation from them prior to the meeting that this is allowable under the terms of our easement and lease agreement.

**Staff Recommendation:**

Authorize City Manager to sign the attached MOU for an electric vehicle charging station at Saunders park

**Attachments:**

Draft MOU and associated Site Plan for EV Charging Station at Saunders Park.

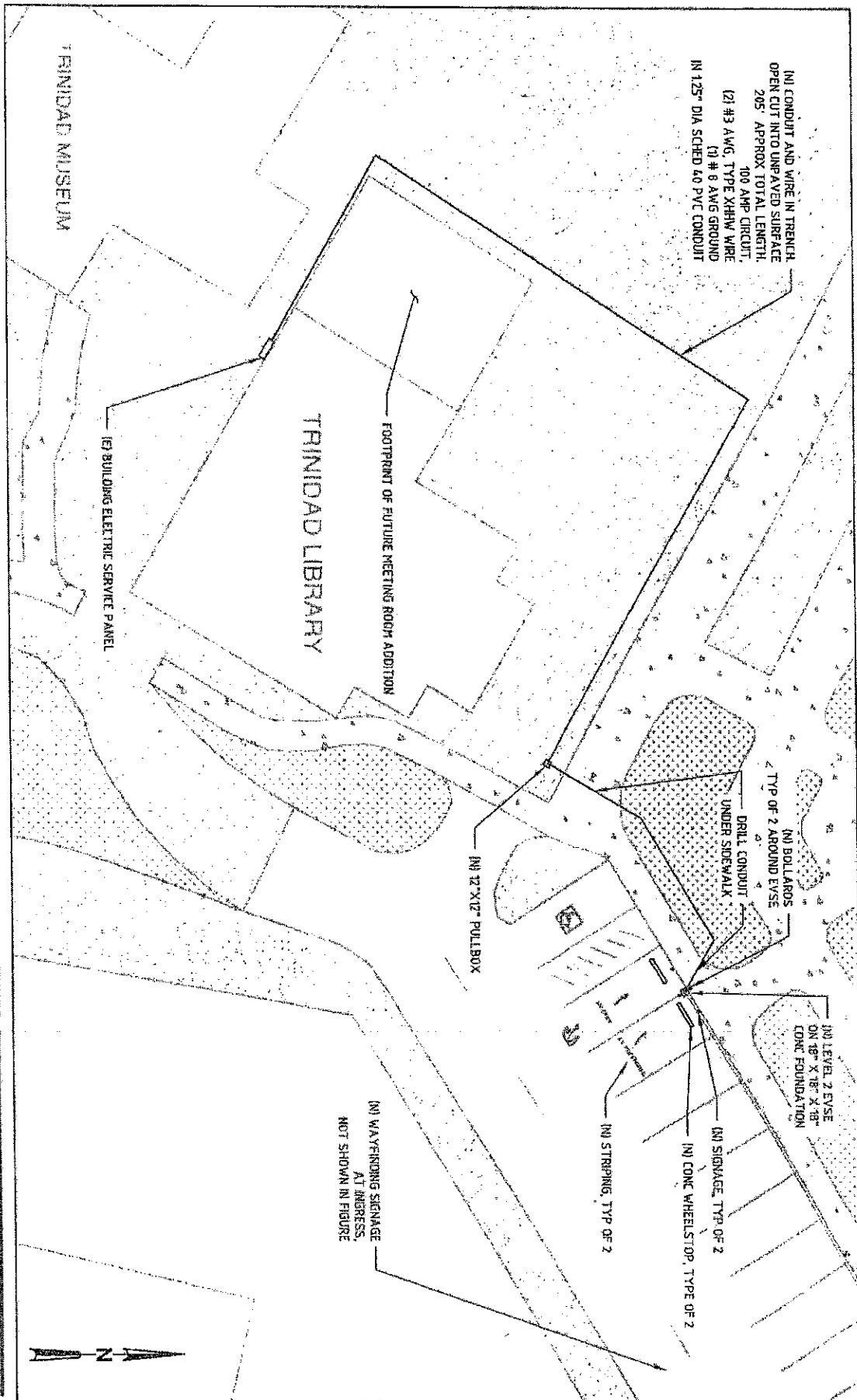
CITY OF TRINIDAD  
MUSEUM & LIBRARY

NORTH COAST PEV CHARGING NETWORK  
PHASE 1



216 Third Street, Eureka, California 95501 USA T 707 443 8329 F 707 443 8330 W www.gild.com

Job Number /  
Revision 1  
Date 01/28/2014  
**Figure 2**





**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF TRINIDAD AND  
THE REDWOOD COAST ENERGY AUTHORITY**

**1. Purpose**

The purpose of this Memorandum of Understanding ("MOU") is to set forth the terms and conditions between the City of Trinidad ("SITE HOST") and the Redwood Coast Energy Authority ("RCEA") for a partnership to provide plug-in electric vehicle charging to the general public at the Saunders Park and Trinidad Cultural Center parking lot, 380 Janis Court, Trinidad, CA ("LOCATION").

**2. Context**

RCEA has entered into an agreement with the California Energy Commission (CEC) to receive grant funding pursuant to Grant # PON-13-606, for the "North Coast Plug-In Electric Vehicle Charging Network" program. That grant includes funding to install electric vehicle supply equipment (EVSE) at nine locations in Humboldt County. RCEA and the SITE HOST agree that the LOCATION is a desirable site for public electric vehicle charging infrastructure and agree to work together to install and operate EVSE at this site.

**3. Roles and Responsibilities**

Through this MOU, the SITE HOST agrees to serve as the site host for EVSE and RCEA agrees to install, own, and operate the EVSE; each party agrees to the following roles and responsibilities:

- A. At no cost to the SITE HOST, RCEA will install, own, operate, and maintain the EVSE, and will be responsible for performing any required repairs or upgrades to the EVSE.
- B. Equipment installed by RCEA will be SAE J1772-standard compliant, Level 2, 240V EVSE able to service two vehicles at a time.
- C. The SITE HOST will allow RCEA to install the EVSE and associated signage and pavement marking, and allow RCEA to connect the EVSE to the main electrical service panel of the LOCATION and to the internet service at the LOCATION. All work will be performed by appropriately licensed and insured contractors who shall obtain electrical permits and City business licenses.
- D. The SITE HOST will designate two parking space(s), as shown on the attached conceptual site plan, as reserved for users of the EVSE and will make those spaces available for use 24-hours a day, 7 days a week.
- E. RCEA will set pricing and collect payment from users of the EVSE; the SITE HOST will not be charged for use of the EVSE by any vehicle owned by the SITE HOST.

- F. Based on the SITE HOST's electricity rate schedule, RCEA will calculate the cost to the SITE HOST of electricity dispensed by the EVSE and reimburse the SITE HOST on a quarterly basis for the value of the electricity dispensed by the EVSE.
- G. The terms of this MOU shall stay in effect as long as the EVSE remains in place at LOCATION. The SITE HOST will continue to host the EVSE under the terms of this MOU through June 30, 2017, which date may be extended upon the mutual agreement in writing of the parties. After June 30, 2017, either the SITE HOST or RCEA may give the other party 90 days' written notice of intent to terminate this MOU, and within 90 days of such notice, RCEA will either remove the EVSE and any associated signage and restore the site to its original condition, or transfer ownership of the EVSE to the SITE HOST for the SITE HOST's continued sole operation and maintenance.

#### **4. Hold Harmless and Indemnification**

RCEA agrees to indemnify, defend and hold harmless the SITE HOST, its Governing Board, its officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from any and all subcontractors, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged as a result of the RCEA, its officers, agents employees and volunteers, pertaining to RCEA's performance of this Agreement.

SITE HOST agrees to indemnify, defend and hold harmless RCEA, its Governing Board, its officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from its performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged as a result of the SITE HOST, its officers, agents, employees and volunteers, pertaining to the SITE HOST's performance of this Agreement.

#### **5. Insurance**

- A. RCEA agrees to maintain, at a minimum, the insurance coverage or self-insurance coverage as set out below at all times during the terms of this MOU. Failure to maintain the required insurance shall be grounds for termination of this MOU. Said coverage shall include an endorsement to add the SITE HOST, its officers, agents and employees, as additional insureds with respect to liability arising out of or connected with the services to be provided under this MOU. Said coverage shall additionally be endorsed to specify that the RCEA insurance is primary and that insurance or self-insurance maintained by the SITE HOST shall not contribute with it. Upon request, RCEA shall furnish the SITE HOST with certificates of insurance and endorsements of all required insurance. Said documentation shall state that coverage shall not be cancelled except after thirty (30) days prior written notice has been given to the SITE HOST.
- B. Workers' Compensation and Employers' Liability Insurance: RCEA shall provide Workers' Compensation and Employers' Liability insurance for RCEA's employees and agents to the extent required by law.
- C. Commercial General Liability: RCEA shall maintain \$1 million minimum commercial

general liability insurance coverage.

D. Business Auto: RCEA shall maintain \$1 million minimum business automobile insurance coverage.

E. Professional Liability Insurance: RCEA shall maintain \$1 million minimum professional liability insurance.

## **6. Assignment**

Neither party shall assign its obligations under this Agreement without the prior written consent of the other.

## **7. Nondiscriminatory Employment**

In connection with the execution of the Agreement, RCEA and the SITE HOST shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40), or denial of family-care leave, medical-care leave, or pregnancy-disability leave. RCEA and the SITE HOST shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

## **8. Entirety of Contract**

This Agreement shall constitute the entire agreement between the parties relating to the subject matter of this agreement, and shall supersede any previous agreements, promises, representation, understanding and negotiation, whether oral or written, concerning the same subject matter. Any and all act which may have already been consummated pursuant to the terms which are embodied in this Agreement are hereby ratified.

## **9. Notices**

Whenever it is provided in this agreement that RCEA or the SITE HOST shall give written notice to the other, said notice may be given by delivering a copy of said notice to the other party personally, or by mailing first class mail through the U.S. Postal Service, a copy of said notice at the following addresses:

- a. City of Trinidad  
Dan Berman, City Manager  
409, Trinity St., Trinidad, CA, 95570
- b. Redwood Coast Energy Authority  
Matthew Marshall, Executive Director  
633 3<sup>rd</sup> St., Eureka, CA 95501

## **10. Compliance with Applicable Laws**

The RCEA and the SITE HOST shall comply with any and all applicable federal, state and local laws affecting the activities covered by this Agreement.

## **11. Jurisdiction and Venue**

This Agreement shall be construed in accordance with the laws of the State of California, and the parties hereto agree that venue shall be in Humboldt County, California.

## **12. Headings**

The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

## **13. Severability**

If a portion, term, condition or provision of this MOU is determined by a court to be illegal or in conflict with a law of the State of California, or is otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions is not affected.

## **14. Waiver**

The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

## **15. Effective Date**

This MOU becomes effective when executed by authorized representatives of both parties.

## **16. Amendments and Termination of the MOU**

This MOU will continue until terminated by either party with 90 days' notice to other party, but not before June 30, 2017. The parties may change this agreement with unanimous consent, but no addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. If either of the parties has reason to believe that the terms of the MOU are not being fulfilled, any party may provide written notification to the others stating the basis for the concern and providing a reasonable time to respond or remedy the situation. RCEA and the SITE HOST will make reasonable efforts to resolve the issues to all parties' satisfaction.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement the day and year first written below by their duly authorized representatives, having full authority to so act for and on behalf of the parties hereto.

### **Redwood Coast Energy Authority**

By: \_\_\_\_\_  
Matthew Marshall, Executive Director

Date: \_\_\_\_\_

### **City of Trinidad**

By: \_\_\_\_\_  
Dan Berman, City Manager

Date: \_\_\_\_\_

Attachment A - Conceptual Site Plan

DRAFT